

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name: South Lyon Area Recreation Council	County Oakland
Audit Date June 30, 2005	Opinion Date July 21, 2005	Date Accountant Report Submitted To State: September 28, 2005	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations.

You must check the applicable box for each item below:

- | | |
|---|---|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980). |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91] or P.A. 55 of 1982, as amended [MCL 38.1132]) |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95). |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports on individual federal assistance programs (program audits).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Audit Reports (ASLGU).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Certified Public Accountant (Firm Name): PLANTE & MORAN, PLLC			
Street Address 27400 Northwestern Highway	City Southfield	State MI	ZIP 48034
Accountant Signature 			

South Lyon Area Recreation Council

Financial Report
with Supplemental Information
June 30, 2005

South Lyon Area Recreation Council

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Independent Auditor's Report

To the Members of the Council
South Lyon Area Recreation Council

We have audited the accompanying basic financial statements of the South Lyon Area Recreation Council as of June 30, 2005 and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the South Lyon Area Recreation Council's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the South Lyon Area Recreation Council as of June 30, 2005 and the changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The required supplemental information, as identified in the table of contents, is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. The required supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The management's discussion and analysis identified in the table of contents is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Plante & Moran, PLLC

July 21, 2005



A worldwide association of independent accounting firms

South Lyon Area Recreation Council

Management's Discussion and Analysis

Our discussion and analysis of the South Lyon Area Recreation Council's financial performance provides an overview of the Council's financial activities for the fiscal year ended June 30, 2005. Please read it in conjunction with the Council's financial statements.

South Lyon Area Recreation Council as a Whole

The following table shows, in condensed format, the net assets as June 30, 2005 and 2004 (amounts in thousands):

	2005	2004
Assets		
Current assets	\$ 98	\$ 129
Noncurrent assets	13	11
Total assets	111	140
Current Liabilities	103	109
Net Assets		
Invested in capital assets	13	11
Unrestricted	(5)	20
Total net assets	<u>\$ 8</u>	<u>\$ 31</u>

South Lyon Area Recreation Council

Management's Discussion and Analysis (Continued)

The following table shows the changes of the net assets during the current year and compared to the prior year (in thousands of dollars):

	2005	2004
Revenue		
Adult program fees and other charges	\$ 113	\$ 125
Youth program fees and other charges	476	458
Grants, donations, and other contributions (Note 6)	66	63
Pumpkinfest revenue	27	22
Teen activities	7	3
GRASP revenue	4	-
Discount tickets	6	3
Other activities revenue	1	-
Interest	1	1
Total revenue	701	675
Expenditures		
Salaries	258	220
Payroll taxes	20	17
Employee benefits	39	34
Insurance	11	9
Pumpkinfest expenses	17	15
Recreation supplies	34	28
Teen activities	2	2
Discount tickets	6	4
GRASP	3	3
Office expenses	24	27
Bank charges	8	8
Postage expense	10	10
Contract services	218	206
Professional services	15	11
Telephone expense	6	6
Printing and publishing	14	13
Utilities expense	4	4
Rent expense	29	28
Capital outlay	-	-
Depreciation	6	10
Total expenditures	724	655
Change in Fund Balance - Net Assets	\$ (23)	\$ 20

South Lyon Area Recreation Council

Management's Discussion and Analysis (Continued)

Total annual revenues increased by approximately \$26,000 in the current year. Unlike the previous year where program-related revenue increased by nearly 20 percent, the program-related revenue for 2004-2005 increased by just less than 2 percent. There was no increase in municipal contributions for 2004-2005.

Non-program related revenues contributed to the overall increase in revenue. Private sponsorships were up nearly 12 percent, Pumpkinfest revenue was up approximately 22 percent, and Teen Activities revenue more than doubled.

However, the Council's combined net assets decreased by approximately \$24,000 primarily due to an increase in expenditures, in particular program-related expenditures. As of June 30, 2005, there was a substantial undesignated fund balance that derived from increased program revenues in 2003-2004. This fund balance was spent on programs and operation during 2004-2005 through program-related expenditures (supplies and materials) and several one-time capital expenditures (web site, display case, etc.).

The department had gone several years without substantial program-related capital expenditures, which necessitated the need for improvements.

There was also an increase in expense line item payroll - other employees. This increase was primarily due to an increase in wages and hours related to the aquatics program. There were several pool safety issues addressed in 2004-2005 such as pool safety equipment, staff training, and minimizing risk through optimal staffing. This proved to be a costly endeavor and additional analysis is required. All pool staffing and related expenditures will be analyzed in the coming year to find a more cost-effective means of managing a safe pool environment.

In addition to reducing the aquatic program expenses, beginning fall 2005, all aquatic program fees will be increased by 10 percent. This increase in fees should increase the net revenue, as the demand for swim classes currently exceeds the supply (availability). Therefore, any drop-off in registration from fee increases should be picked up by the current wait list. Also, this fall, as in the past years, program fees for the majority of the classes will be increased by approximately 5 percent.

Governmental Activities

The Council's total revenues increased during the current year by approximately \$25,000 due to various factors, including the increase in Youth Program and Pumpkinfest revenues. Expenses increased during the year primarily related to salary and contractual service expenses associated with increase in revenues and extra staffing needs related with the aquatic program.

South Lyon Area Recreation Council

Management's Discussion and Analysis (Continued)

General Fund Budgetary Highlights

Over the course of the year, the Council amended the budget to take into account significant events during the year, including budget amendments relating to salaries and contracted services. The Council overall stayed below the amended budget, resulting in total expenditures being below the budget figures.

Economic Factors and Next Year's Budgets and Rates

South Lyon Area Recreation Council's budget for next year calls for minor changes, realizing that the entities are experiencing budget cuts, and the Council will also work hard to maintain a budget that works for all entities.

Contacting the Council's Management

This financial report is intended to provide our citizens, customers, and investors with a general overview of the Council's finances and to show the Council's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Council's office.

South Lyon Area Recreation Council

Governmental Fund Balance Sheet - Statement of Net Assets June 30, 2005

	Balance Sheet - Modified Accrual	Adjustments (Note 2)	Statement of Net Assets - Full Accrual
Assets			
Cash (Note 3)	\$ 98,488	\$ -	\$ 98,488
Prepaid expenses and other assets	1,674	-	1,674
Capital assets (Note 4)	<u>-</u>	<u>12,700</u>	<u>12,700</u>
Total assets	<u>\$ 100,162</u>	12,700	112,862
Liabilities and Fund Balances			
Liabilities			
Accrued and other liabilities	\$ 17,996	-	17,996
Compensated absences (Note 1)	-	11,226	11,226
Deferred revenue (Note 1)	<u>76,138</u>	<u>-</u>	<u>76,138</u>
Total liabilities	94,134	11,226	<u>105,360</u>
Fund Balances - Unreserved and undesignated	<u>6,028</u>	<u>(6,028)</u>	
Total liabilities and fund balances	<u>\$ 100,162</u>		
Net Assets			
Invested in capital assets		12,700	12,700
Unrestricted net assets (liabilities)		<u>(5,198)</u>	<u>(5,198)</u>
Total net assets		<u>\$ -</u>	<u>\$ 7,502</u>

South Lyon Area Recreation Council

Statement of Governmental Fund Revenue, Expenditures, and Changes in Fund Balance - Statement of Activities Year Ended June 30, 2005

	Revenues and Expenditures, Modified Accrual	Adjustments (Note 2)	Statement of Activities - Full Accrual
Revenue			
Adult program fees and other charges	\$ 113,200	\$ -	\$ 113,200
Youth program fees and other charges	476,154	-	476,154
Grants, donations, and other contributions (Note 6)	65,383	-	65,383
Pumpkinfest revenue	27,086	-	27,086
Teen activities	7,358	-	7,358
GRASP revenue	4,067	-	4,067
Discount tickets	6,053	-	6,053
Other activities revenue	380	-	380
Interest	1,082	-	1,082
Total revenue	700,763	-	700,763
Expenditures			
Salaries	256,955	576	257,531
Payroll taxes	19,822	-	19,822
Employee benefits	38,916	-	38,916
Insurance	11,375	-	11,375
Pumpkinfest expenses	17,121	-	17,121
Recreation supplies	33,780	-	33,780
Teen activities	2,158	-	2,158
Discount tickets	5,945	-	5,945
GRASP	3,150	-	3,150
Office expenses	23,844	-	23,844
Bank charges	8,178	-	8,178
Postage expense	10,349	-	10,349
Contract services	218,326	-	218,326
Professional services	14,785	-	14,785
Telephone expense	5,834	-	5,834
Printing and publishing	13,777	-	13,777
Utilities expense	4,439	-	4,439
Rent expense	29,023	-	29,023
Capital outlay	7,536	(7,536)	-
Depreciation	-	5,568	5,568
Total expenditures	725,313	(1,392)	723,921
Change in Fund Balance/Net Assets	(24,550)	1,392	(23,158)
Fund Balance/Net Assets			
Beginning of year	30,578	82	30,660
End of year	<u>\$ 6,028</u>	<u>\$ 1,474</u>	<u>\$ 7,502</u>

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the South Lyon Area Recreation Council (the "Council") conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies used by the Council:

Reporting Entity

The Council is governed by a three-member council appointed by the participating municipalities. The Council was formed effective July 1, 1999 through a cooperative interlocal agreement between Green Oak Township, the Charter Township of Lyon, and the City of South Lyon. The Council provides year-round programs and services for youth, teens, adults, families, and seniors who are primarily residents of these communities.

The accompanying basic financial statements have been prepared in accordance with criteria established by the Government Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on these criteria, there are no component units of the Council that are to be included in the reporting entity.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Council's basic financial statements include both government-wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major fund).

Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants, charges for services, and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 1 - Summary of Significant Accounting Policies (Continued)

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due.

Interest earned on investments is recorded on the accrual basis.

The Council reports the General Fund as its major governmental fund. The General Fund is the primary operating fund and it accounts for all financial resources of the Council. General Fund activities are financed primarily from program charges and intergovernmental sources.

Private sector standards of accounting issued prior to December 1, 1989 are generally followed in the government-wide statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board. The Council has elected not to follow private sector standards issued after November 30, 1989 for its full accrual presentation.

Assets, Liabilities, and Net Assets, or Equity

Capital Assets - Capital assets, which include furniture and equipment, are reported in the statement of net assets. Capital assets are defined by the Council as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

Office furniture and equipment	3 to 10 years
Athletic equipment	3 to 5 years

Compensated Absences - It is the Council's policy to permit full-time employees to accumulate earned but unused sick, vacation, and personal day benefits. All compensated absence pay is accrued when incurred in the government-wide financial statement. A liability for these amounts is reported in governmental funds only for employee terminations as of year end. The compensated absence balance was \$11,226 and \$10,650 as of June 30, 2005 and 2004, respectively. The entire amount accrued as of June 30, 2005 is current and will be paid within the next fiscal year.

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 1 - Summary of Significant Accounting Policies (Continued)

Deferred Revenue - Governmental funds report deferred revenue in connection with revenue that is not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the deferred revenue was all unearned.

Related Parties - The Council rents its office space from the City of South Lyon for a total of \$676 per month.

Other accounting policies are disclosed in other notes to the financial statements.

Note 2 - Reconciliation of Government-wide and Fund Financial Statements

Total fund balances and the net change in fund balances of the Council's governmental funds differs from net assets and change in net assets of the governmental activities reported in the statement of net assets and statement of activities. This difference primarily results from the long-term economic focus of the statement of net assets and statement of activities versus the economic focus of the statement of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance. The reconciliations of fund balance to net assets and the net change in fund balance to the net change in net assets are as follows:

Total Fund Balance - Modified Accrual Basis	\$ 6,028
Amounts reported in the statement of net assets are different because:	
Capital assets are not financial resources, and are not reported in the funds	12,700
Compensated absences are not due and payable in the current period and are not reported in the funds	<u>(11,226)</u>
Total Net Assets - Full Accrual Basis	<u>\$ 7,502</u>

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 2 - Reconciliation of Government-wide and Fund Financial Statements (Continued)

Net Change in Fund Balances - Modified Accrual Basis \$ (24,550)

Amounts reported in the statement of activities are different because:

Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities, these costs are allocated over the estimated useful lives as depreciation:

Capital outlay	7,536
Depreciation	(5,568)

Changes in accumulated employee sick and vacation pay are recorded when earned in the statement of activities	<u>(576)</u>
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Change in Net Assets of Governmental Activities - Full Accrual Basis \$ (23,158)

Note 3 - Cash

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Council has designated one bank for the deposit of its funds. The investment policy adopted by the Board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of State statutory authority as listed above. The deposits and investment policies are in accordance with statutory authority.

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 3 - Cash (Continued)

The Council had no investments during the year ended June 30, 2005.

The Council's cash deposits are subject to custodial credit risk. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. At year end, the Council had \$35,244 of bank deposits (checking and savings accounts) that were uninsured and uncollateralized. The Council believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Council evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

Note 4 - Capital Assets

Capital asset activity of the Council's governmental activities was as follows:

Governmental Activities	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Capital assets being depreciated:				
Office furniture and equipment	\$ 34,602	\$ 6,936	\$ -	\$ 41,538
Athletic equipment	5,030	600	-	5,630
Subtotal	39,632	7,536	-	47,168
Accumulated depreciation:				
Office furniture and equipment	25,493	4,687	-	30,180
Athletic equipment	3,407	881	-	4,288
Subtotal	28,900	5,568	-	34,468
Net capital assets	\$ 10,732	\$ 1,968	\$ -	\$ 12,700

Note 5 - Budget Information

The annual budget is prepared by the Recreation Director and adopted by the South Lyon Area Recreation Council; subsequent amendments are approved by the Council. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at June 30, 2005 has not been calculated. During the current year, the budget was amended in a legally permissible manner, with the exception of the final budget amendments being approved subsequent to June 30, 2005.

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 5 - Budget Information (Continued)

The budget has been prepared in accordance with accounting principles generally accepted in the United States of America. The budget has been adopted on a total revenue and expenditure basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law. The additional detail in this statement is shown in greater detail than the budget that was adopted and is used to provide additional analysis for management use only.

Note 6 - Grants and Donations

During the current year, the Council received the following grants, donations, and contributions into the General Fund:

Cash contributions:

City of South Lyon	\$ 21,598
City of South Lyon Swim	4,250
Green Oak Township	9,932
Green Oak Township Swim	1,400
Lyon Township	13,470
Lyon Township Swim	2,125
Private donations	<u>12,608</u>
Total	<u>\$ 65,383</u>

Note 7 - Defined Contribution Pension Plan

The Council provides pension benefits to all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. As established by resolution of the Council, the Council contributes 10 percent of full-time employees' gross earnings. In accordance with these requirements, the Council contributed \$12,174 during the year ended June 30, 2005. The Council's contributions for each employee are fully vested after three years for employees who are employed after July 2000. The employees who were with the Council before July 2000 were fully vested upon hire.

South Lyon Area Recreation Council

Notes to Financial Statements June 30, 2005

Note 8 - Risk Management

The South Lyon Area Recreation Council is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Council has purchased commercial insurance for workers' compensation and employee medical claims and participates in the state pool program of the Michigan Municipal Risk Management Authority (the "Authority") for claims relating to general liability. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in the past year.

The Michigan Municipal Risk Management Authority's State Pool program operates as a common risk-sharing management program for local units of government in Michigan. Member premiums are used to purchase excess insurance coverage and to pay member claims in excess of deductible amounts. A portion of the excess insurance coverage is underwritten by the Authority itself.

Required Supplemental Information

South Lyon Area Recreation Council

Required Supplemental Information Budgetary Comparison Schedule - General Fund Year Ended June 30, 2005

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenue				
Adult program fees and other charges	\$ 122,500	\$ 110,000	\$ 113,200	\$ 3,200
Youth program fees and other charges	458,850	480,000	476,154	(3,846)
Grants, donations, and other contributions	63,275	66,275	65,383	(892)
Pumpkinfest revenue	27,150	27,150	27,086	(64)
Teen activities	3,000	5,000	7,358	2,358
GRASP revenue	3,500	4,000	4,067	67
Discount tickets	6,050	6,050	6,053	3
Other activities revenue	500	500	380	(120)
Interest	360	900	1,082	182
Total revenue	685,185	699,875	700,763	888
Expenditures				
Salaries	235,955	258,500	256,955	1,545
Payroll taxes	18,550	19,300	19,822	(522)
Employee benefits	39,614	38,900	38,916	(16)
Insurance	9,500	11,350	11,375	(25)
Pumpkinfest expenses	16,750	17,150	17,121	29
Recreation supplies	27,000	33,000	33,780	(780)
Teen activities	3,000	2,500	2,158	342
Discount tickets	5,000	5,000	5,945	(945)
GRASP	3,000	3,000	3,150	(150)
Office expenses	25,280	27,500	23,844	3,656
Bank charges	8,500	9,500	8,178	1,322
Postage expense	12,150	11,150	10,349	801
Contract services	206,200	219,500	218,326	1,174
Professional services	16,620	14,785	14,785	-
Telephone expense	6,310	5,800	5,834	(34)
Printing and publishing	14,250	13,900	13,777	123
Utilities expense	4,800	4,700	4,439	261
Rent expense	28,612	29,112	29,023	89
Capital outlay	4,000	5,500	7,536	(2,036)
Total expenditures	685,091	730,147	725,313	4,834
Change in Fund Balance	94	(30,272)	(24,550)	\$ 5,722
Fund Balance - Beginning of year	30,578	30,578	30,578	
Fund Balance - End of year	\$ 30,672	\$ 306	\$ 6,028	